

WISCONSIN DEPARTMENT OF HEALTH AND FAMILY SERVICES
Division of Health Care Financing
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To: Process Help Handbook Users

From: Jim Jones, Director
Bureau of Eligibility Management

Re: **Process Help Release 06-01**

Release Date: December 5, 2005 – Training
January 1, 2006 – Production

Effective Date: January 1, 2006

EFFECTIVE DATE

The following process additions or changes are effective 1/01/06, unless otherwise noted. **Bold text in the new process section denotes new text. Text with a strike through it in the old process section denotes deleted text.**

Changes

**3.1 Case Processing>
Ongoing Case Maintenance>
Newborn (Baby) Add**

The process of adding a newborn to an existing case has been simplified.

A new blank Household Members page will automatically display during this process allowing you to enter information for the new individual being added to the case. Previously a new blank page had to be selected.

**3.2 Case Processing>
Ongoing Case Maintenance>
Person Add Non-Newborn**

The process of adding a newborn to an existing case has been simplified.

A new blank Household Members page will automatically display during this process allowing you to enter information for the new individual being added to the case. Previously a new blank page had to be selected.

In addition, a new choice has been added to the Gatepost pages allowing the entry of “Add New” when the gatepost question must be asked of the new individual being added to the case.

**3.3 Case Processing>
Ongoing Case Maintenance>
Person Delete**

The process of deleting an individual from a case has been simplified.

Simply select the individual on the Household Members page, check the delete box, select a delete reason and click Next. The individual and his/her related information will no longer appear in the case. A new event message will display when it is necessary to run eligibility on the case.

**5.3.1.1 Case Processing>
Case Closures> Medicaid
Case Closures**

This section has been rewritten and the new process included.

Old Process:

A Grace month is a one-month extension beyond the review month of MA eligibility when client is late in completing his/her review.

If the review is not completed by Adverse Action (AA) of the Grace Month, CARES will automatically end Medicaid eligibility as of the last day of the grace month. CARES will continue to show the actual review date for these assistance groups (AGs) on AGOR but the case will not fail for 077 (failure to complete a review) until AA of the grace month. At AA of the Grace Month, a CARES generated Notice of Decision will be sent to the recipient. Categories of Medicaid that do not get a grace month:
All AGs that are receiving time-limited MA (MEH 2.2.2.2),
Women that are in FPW extension phase (MEH 5.15.9)

New Process:

The Grace month has been eliminated from the certification period for MA assistance programs.

Effective November 1, 2005 CARES will only send 12-month eligibility information to MMIS.

An MA eligibility review notice is generated on the first Friday of the 11th month of the certification period. The notice states that “some or all of your benefits will end” if the review is not completed by the end of the following month. If the review is not completed by the end of the 12th month, the actual closure notice will be generated at adverse action in the 12th month and benefits will end.

**6.1.1 Case Processing>
Agency Transfer>Transfer
Out Agency**

Agency Transfer Process can now be done in CWW. Sections of this chapter have been rewritten and expanded to incorporate the CWW process.

**6.1.2 Case Processing>
Agency Transfer>Transfer In
Agency**

Agency Transfer Process can now be done in CWW. Sections of this chapter have been rewritten and expanded to incorporate the CWW process.

**6.1.3 Case Processing>
Agency Transfer>
Transferring a Senior Care
Case**

Transferring a Senior Care Case can now be done in CWW. Sections of this chapter have been rewritten and expanded to incorporate the CWW process.

**6.2 Case Processing>
Caseload Assignment (View
and Move)**

Caseload Assignment View and Caseload Assignment Move sections have been added.

**8.1 Case Processing> Make
Case Confidential**

This section has been added

You can make a case confidential by clicking on the “Make Case Confidential” button in the action box on the Case Summary page for the selected case. Only workers with the proper security level can perform this function.

You can make a confidential case not confidential by clicking on the “Make Case Not Confidential” button in the action box on the Case Summary page for the confidential Case. Only workers with the proper security level can perform this function.

**16.1.7 Financial Processes>
Income> Earned Income>
Ending Employment**

The following text has been added.

Note: In the event you want to change the income to zero, for the employment but leave the sequence open, for example your customer is working for a Temp agency but is currently not on assignment, enter \$0 in the override fields for MA and FS. Do not enter an employment end date because the employment did not end. Remember, when employment resumes and you update the income to delete the zero override amounts.

**17.3 Financial Processes>
Asset> Asset Assessment**

Asset Assessment Calculation process can now be done in CWW.

48 Tools> Query

The following existing query screens in CARES mainframe have been moved to CWW.

| Mainframe Screens | New CWW Pages |
|---|--|
| Query Case Summary (AQCS) | Confirmed Assistance Group Summary page (combined AQCS and AQAS) |
| Assistance Group Summary (AQAS) | |
| Case Member History (AQCM) | Case Member History Page |
| Assistance Group Eligibility History (AQAE) | Confirmed Assistance Group Eligibility History Page |
| Assistance Group Member History (AQAM) | Confirmed Assistance Group Member Detail Page |
| Individual Eligibility History (AQIE) | Individual Eligibility History Page |
| Individual Participation History (AQIP) | Individual Participation History Page |

**49 Tools> Reason Code
Search**

This section has been added.

CWW will now allow you to enter a specific Reason Code and be able to view the short and long text associated with that code.

**62.2 Other> Child Support
Income**

This section has been added.

The Child Support Income page has been added to CWW. This page displays child support case and payment information gathered through a weekly data exchange with KIDS.